

WHAT IS A DIVISION PROGRAM CHAIR?

A Division Program Chair is an **elected leadership position** within an ASEE Division.

- Each Division conducts elections according to its own established procedures.
- Elections are typically held during the Annual Conference or shortly thereafter.
- Program Chairs must be ASEE members and must meet any additional criteria set by their division.

CORE RESPONSIBILITIES

Division Program Chairs are responsible for planning and managing their division's technical program for the ASEE Annual Conference. Key responsibilities include:

- Collaborate with the unit to create sessions based on delegates' interests.
- Coordinate sessions within the timeframe established by Headquarters, including inviting speakers and informing Headquarters of planning, participants, etc.
- Collaborate with the ASEE Meetings and Conferences Department to create a written program, liaising with the unit, speakers, participants, and the on-site management of sessions.

WHAT DOES A PROGRAM CHAIR DO?

The Program Chair plays a critical role in shaping the **content, quality, and theme** of the Annual Conference for their Division.

CALL FOR PAPERS MANAGEMENT

- Oversees the Division's Call for Papers.
- Establishes submission and paper guidelines.
- Develops reviewer guidelines.
- Promotes the Call for Papers through Division listservs and communication channels.

REVIEW PROCESS OVERSIGHT

- Recruits and assigns reviewers for abstracts and draft papers.
- Evaluates reviewer feedback and determines acceptance decisions.

ACCEPTANCE CATEGORIES

- **Accept as Is:** The paper requires no revisions and is accepted in its current form. No further action is required by the Program Chair.
- **Accept with Major Revisions (Re-review Required):** Significant revisions are required. Revised drafts are returned to reviewers for re-evaluation. Final acceptance or rejection is determined by the Program Chair based on reviewer recommendations.
- **Reject:** The abstract or draft did not meet the divisions guidelines and expectations.

ATTACHMENT UPLOADS AND LATE SUBMISSIONS

- Program Chairs may upload attachments on behalf of authors at any point between abstract submission opening (early September) and final paper deadline.
- Acceptance of late or revised abstracts, drafts, or papers is at the Program Chair's discretion.
- Authors must submit materials directly to the Program Chair (text for abstracts; PDF for drafts and final papers) for upload.

SESSION DEVELOPMENT AND MANAGEMENT

Program Chairs curate and manage Division sessions by:

- Submitting workshop applications.
- Adding special sessions, panels, social events, and Division business meetings.
- Assigning accepted papers to technical and poster sessions.

SESSION FINANCIAL MANAGEMENT (Bill-To Designation)

Any session that incurs a cost must include a designated funding source.

Bill-To Options

- **Division Operating/BASS Account**
- **External Funding Source** (requires the following information):
 - First Name
 - Last Name
 - Organization
 - Email Address
 - Mailing Address (optional)

An additional field is provided for special billing instructions, if applicable.

DIVISION SESSION FINANCIAL REPORTING

- Detailed session financial information is available via the PDF link on the Manage Sessions page.
- A CSV report is also available, providing:
 - Itemized costs by session
 - Running totals
 - Division-level subtotals
- Reference CSV and PDF reports from the previous year's Annual Conference are also available.

Note: Sessions funded by an external Bill-To source will not appear in Division financial summary reports.

WHO DO PROGRAM CHAIRS WORK WITH?

Program Chairs collaborate closely with:

- Their Professional Interest Council (PIC)
- Other Division Program Chairs
- ASEE Staff

WHO ARE THE PICS AND WHAT DO THEY DO?

PICs are leadership groups that preside over Divisions

All divisions are grouped into five Professional Interest Councils (PICs), each reporting to a chairman who is a member of the Board of Directors. The responsibilities of these units are:

- To provide a formal organizational structure to promote, encourage, and facilitate activities pertaining to their areas of interest;
- To provide forums for discussion and exchange of information about problems and experiences;
- To coordinate the professional interests of individual members and to speak on their behalf; and
- To establish and maintain a liaison with other organizations concerned with these areas of interest. The professional interests of the Society are many and varied. Individual members may become members of and participate in the activities of any division they wish, of which no more than six (6) may have no annual dues associated with them. All divisions are grouped into five Professional Interest Councils (PICs), each reporting to a chairman who is a member of the Board of Directors.

DUTIES OF PIC CHAIRS

The role of the PIC Chair is to act as a liaison between ASEE's Board of Directors and the Divisions/Committees, which answer administratively to the PIC.

The PIC Chair must function as the leader of the Divisions/Committees that comprise the Council and as an active member of the Board of Directors, which determines the overall direction and policies of the Society.

Although the ASEE Constitution and Bylaws do not specify the duties of the PIC Chair, it is accepted that their duties and responsibilities related to Division activities are:

- Work closely with the division leadership to ensure vigorous and growing division activity. In general, the PIC Chair should be available to the divisions in any way that can make their operation more efficient and effective, and in concert with the overall goals of ASEE.
- To maintain a general clearinghouse of information of value to Council/division officers and members and to transmit comments and resolutions from the Councils/Divisions to the ASEE Board of Directors.
- To attend the scheduled Division and Division Executive Board meetings within their PIC and report on the activities to the Society membership.
- To liaise between the ASEE Board of Directors and the Divisions. PIC Chairs pass information about Board activities and programs approved to Division Officers. Divisions give their PIC Chairs any issues or concerns that need Board action.
- To preside at PIC meetings at the Fall Program Planning Conference at ASEE Headquarters to select mini plenaries for the following annual conference.
- To monitor and encourage the program planning, publications, membership promotion, officer selection, bylaws updates, awards selections, and activities of each Division.
- To oversee the development of the Annual Conference
- Reviewing preliminary program information throughout the conference planning cycle
- Approving appropriate Annual Conference registration for qualified non-member speakers
- Planning and conducting the PIC business meeting at the Annual Conference
- Attend division business meetings during the annual conference, collect financial statements, and remind division chairs to keep their officer lists online.
- The PIC Chair is also the Division representative to the Board of Directors; this position involves:
 - Attending Board of Directors meetings to provide communication between the Board and the Divisions/Committees of the Council
 - Meeting with other PIC Chairs on issues of common interest at each meeting of the Board of Directors
 - Communicate activities of the Board of Directors through Division newsletters to the officers of each Division and the general membership
- The PIC Chair has overall administrative authority for the Council's activities. These activities include:
 - Informing Division Chair-Elects of the responsibility to submit budgetary material for the upcoming fiscal year and collecting such proposals at the Annual Conference

- Submitting Division budgetary material to the VP PICs at the Annual Conference and working with the VP PICs to allocate operating funds to Divisions for the upcoming fiscal year.
- Ensuring financial reports are submitted to Headquarters for budgeting and publication deadlines, officer selection and notification, and general information required for the society's operation.
- They select the theme of the annual conference each year
- They review and accept or reject workshop applications
- They review all divisions to ensure each one has everything required such as a social session and business meeting.
- They set the tone for the annual conference
- They create policy if needed for issues that may arise

PROFESSIONAL INTEREST COUNCILS AND DIVISIONS

PIC I

PIC VP, Christopher Carr, Ph.D. (2025 - 2028)

Associate Dean & Chief Diversity Officer

George Mason University

ccarr21@gmu.edu

- Biological and Agricultural Engineering
- Biomedical Engineering
- Chemical Engineering
- Community Engagement
- Engineering Communicators
- Engineering and Public Policy
- Engineering Ethics
- Engineering Libraries
- Liberal Education/Engineering and Society
- Materials
- Technological and Engineering Literacy/Philosophy of Engineering

PIC II

Alyson Eggleston (2026-2029)

Associate Professor

The Pennsylvania State University

age5141@psu.edu

- Educational Research and Methods
- Engineering Economy

- Engineering Management
- Equity, Cultural and Social Justice in Education
- Faculty Development
- Graduate Studies
- Industrial Engineering
- Manufacturing
- New Engineering Educators
- Student
- Systems Engineering

PIC III

Anna Howard (2026-2029)

Teaching Professor

North Carolina State University at Raleigh

akhowar5@ncsu.edu

- Computers in Education
- Computing and Information Technology
- Data Science and Artificial Intelligence
- Electrical and Computer
- Energy Conversion, Conservation, and Nuclear Engineering
- Engineering Leadership Development
- Engineering Physics and Physics
- Entrepreneurship and Engineering Innovation
- Experimentation and Laboratory-Oriented Studies
- Instrumentation
- Mathematics
- Software Engineering

PIC IV

Chair, Huihui H. Wang, Ph.D. (2028)

Full Teaching Professor and Director of Computing Programs

Northeastern University

huih.wang@northeastern.edu

- Architectural Engineering
- Civil Engineering
- Construction Engineering
- Environmental Engineering & Sustainability Division
- First-Year Programs

- International
- Military and Veterans
- Minorities in Engineering
- Pre-College Engineering Education
- Two-Year College
- Women in Engineering

PIC V

Chair, Nadir Yilmaz (2028)

Professor and Department Chair

Howard University

nadir.yilmaz@howard.edu

- Aerospace
- College Industry Partnerships
- Continuing, Professional, and Online Education
- Cooperative and Experiential Education
- Design in Engineering Education
- Engineering Design Graphics
- Engineering Technology
- Mechanical Engineering
- Mechanics
- Multidisciplinary Engineering
- Ocean and Marine Engineering